

DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
DIVISION OF FORENSIC SCIENCE  
OPERATIONAL CHECKLIST FOR INTOXILYZER 5000

Subject Name: \_\_\_\_\_ Date: \_\_\_\_\_

Arresting Officer: \_\_\_\_\_ Operator: \_\_\_\_\_

1. Advise subject that he/she has the right to observe the process and to see the blood alcohol reading.
2. Observation time begins \_\_\_\_\_.
3. While scrolling **“DIVISION OF FORENSIC SCIENCE”**, flashing **“PUSH BUTTON”**, **TIME**, and **DATE**: depress the **START TEST BUTTON**.
4. Answer each instrument prompt. Check information for accuracy before depressing the ENTER. (↵) key.

<b>OPER NAME=</b>	Swipe DFS Operator License through reader.
<b>ENTER PIN NO.=</b>	Type 5 digit PIN number. (↵)
<b>OPER REVIEW Y/N</b>	Type “Y”. (↵) Review all data for accuracy. Press the Enter Key to review data and then type “N” (↵) to accept data.
<b>SUB LAST NAME=</b>	Type subject’s last name. (↵)
<b>SUB FIRST NAME=</b>	Type subject’s first name. (↵)
<b>MIDDLE INITIAL=</b>	Type subject’s middle initial and suffix (if needed). (↵)
<b>DOB= (MMDDYYYY)</b>	Type subject’s birth date using format shown. (↵). If unknown, enter today’s date.
<b>SUB SEX= M/F</b>	Type “M” or “F”. (↵)
<b>SUB DRIV LIC =</b>	Type subject’s driver’s license number. Leave blank if unknown. (↵)
<b>STATE OF ISSUE=</b>	Type a 2-letter designation for the state of issue. (↵)
<b>EXPIRES= (MMYY)</b>	Type license expiration date using format shown. (↵)
<b>COURT=</b>	Type name of court. (↵)
<b>SUBJ REVIEW Y/N</b>	Type “Y”. (↵) Review all data for accuracy. Use backspace to delete entries and retype to correct. Enter (↵) to accept data.
<b>SUBJ REVIEW Y/N</b>	Type “N”. (↵)
5. Observe instrument diagnostics from **PROM CHECK** through **CIRCUITRY OK**; then observe **AIR BLANK** and **SIMULATOR .XXX**.  
Record simulator results (first 2 digits only) . \_\_\_\_ \_\_\_\_ Grams per 210 liters of breath.
6. **AIR BLANK, PLEASE BLOW** - Ask subject if he/she has burped, belched, etc. during the last 20 minutes; have subject blow into instrument. After sample, the mouthpiece should be removed and retained for the next sample. Wait 2 minutes for next sample.
7. **SUBJECT TEST, AIR BLANK, PLEASE BLOW** - Ask subject if he/she has burped, belched, etc.; have subject blow into instrument. After sample, the mouthpiece should be removed. If third sample is required, then retain the mouthpiece and wait 2 minutes for the next sample.
8. If a third sample is required, **SUBJECT TEST, AIR BLANK. PLEASE BLOW** - Ask subject if he/she has burped, belched, etc.; have subject blow into instrument. After sample, remove and discard the mouthpiece.
9. **SUBJECT TEST, FINAL RESULT .XX** - Record final result . \_\_\_\_ \_\_\_\_ Grams per 210 liters of breath.
10. Tear off and sign Certificate of Blood Alcohol Analysis.
11. Record test in logbook.